



## **Business Service Specialist**

### **Purpose Statement**

The job of Business Service Specialist performs day-to-day financials accurately; processes, records, updates and reconciles fiscal information; provides instructions, recommendations and/or accounting support.

### **Essential Functions**

Processes financial information for the purpose of maintaining accurate financial records.

Maintains financial information, files, and records for the purpose of ensuring the availability of documentation.

Analyzes and reconciles financial data (e.g. billing issues, etc.) for the purpose of maintaining accurate accounts.

Performs day-to-day operations of the accounts payable function for the purpose of providing services within established timeframes and in compliance with related procedures.

Verifies cash availability for the purpose of ensuring adequate funding availability.

Monitors account balances and related financial activity for the purpose of ensuring the accuracy of financial data.

Provides technical expertise and direction to staff, customers, and administration regarding accounting issues and related financial activities.

Recommends procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.

Develops new accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting procedures.

Prepares written materials and electronic financial information (e.g. reports, etc.) for the purpose of documenting activities, providing reference and conveying information.

Develop positive working relationships with vendors, clients and staff.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective office functioning.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; adapting to changing priorities; accuracy and attention to detail.

**Experience:** Job related experience within the governmental, education or insurance fields with increasing levels of responsibility.

**FLSA Status:** Exempt

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